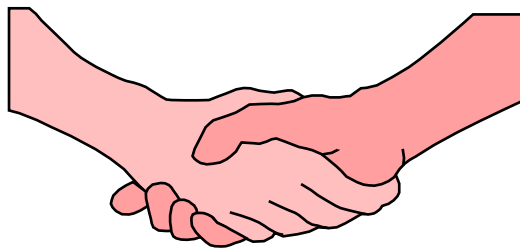


Draft Team-building workshop

Draft for approval after input from team members and management.

INITIATING CHANGE

- When initiating change remember “People support what they create”



Objective

Build a highly effective safety team that will lead organisations to safety greatness.

Discussion

The following is based on the author’s team-building learning in the Australian Army, team-building learning the author participated in with a past employer, team-building work the author has done with the “Connect” Program for at risk youth, examining Intel and McDonalds learning programs and wide reading on leadership and team-building. A few drinks and discussion with experienced learning facilitators has also helped.

Note-An experiential learning approach will be used for the workshop with lots of activities, discussions, case studies, and practical exercises. Program is tight & we need to be on time for all sessions.

0800-0815- Opening by a senior manager.

0815-0830-Facilitator gives an overview of the learning program-subject to change dependent on participant needs. Define the rules or principles the programme will be run by. Inform participants they will be required to nominate the most outstanding participant on the workshop. There will be a prize for all who participate in a meaningful manner towards the workshop. Inform participants they will be required to develop a WOW project. Briefly discuss outdoor activity emphasising no amenities and roughing it in the bush. Mobiles to be switched off during workshop sessions, no exceptions. If you cannot comply with this there is no place for you on the workshop. If you are

going to feel compelled to rush off and do some business after you receive a phone call in a break and not be available for the workshop, do not bother attending the workshop. The only acceptable approach is 100% focus on the workshop.

Allow participants to opt out if they believe they have valid reasons to do so.

0830-0930-Participants give a professional and personal self-introduction (about 5 minutes), what they expect from the program and discuss their needs.

0930-0945 Morning tea.

0945-1030 Identify the characteristics of highly effective teams, group discussion.

1030-1130 Explore what is necessary to have a highly effective safety team in XYZ organisation- explore in groups & report back.

1130-1215 Role clarity is an important part of having a highly effective team. You will be encouraged to express your thoughts on your role and the roles of others.

* Homework You will be encouraged to prepare a **Personal Action Plan** for making the safety team at XYZ organisation a highly effective team. This is to be sent to George within 2 weeks of the conclusion of this workshop.

1215-1300 Lunch- Sandwich, juice, fruit lunch.

1300-1430-Guest speaker on team-building-Ideal if it is a senior, articulate manager with leadership ability and credibility, and /or a senior OHS professional or get a commercial speaker.

1430-1445 Afternoon tea.

1445-1600 Discussion about outdoor activity

Evening function 1900 -2200hours- Dinner & Guest speaker Geoff McDonald-“My life as a safety professional”. Catch a cab or have a designated driver if you are going to have more than a couple of drinks.

Day2

0800-0900-Participants share stories about the best teams they have experienced (Theirs or others).

9.30 am-Leave for canoe trip at Fernvale

Travel to Fernvale

Buy your lunch at the Fernvale Bakery

Brief on canoes, canoe trip(will bring out team building and leadership issues) Overnight camp (shelters & thin, foam camping mattress will be provided but bring sleeping gear, toiletries, , plates, cutlery, any medication etc.) You will have to bring non-perishable food for 2 meals. Hopefully it will not rain, a raincoat and change of clothes may be necessary. There are no amenities and limited mobile phone coverage where we are going.

Will cook tea over open fire(bar-b –q plate available), whatever you take will have to be carried on the canoe with you. Soft drink, orange juice and a few beers & wine will be provided)

Erect shelters, cook tea, overnight camp, guided discussion around the campfire (Discussion on what is important in your personal and professional life(appropriate self-disclosure), develop an action plan to improve your general effectiveness and particularly effectiveness as a leader and team-builder), few beers & wine, go to bed.

7am,pull down shelters, pack gear, have breakfast, return to Brisbane

Day 3-10am-1300 hours Back in the training room

Participants propose their WOW project and discuss with other participants

Force-field analysis on current team organisation

“Where to from here?”-What additional assistance is need to participants in their journey to build highly effective teams.

Lunch 1300-1330

1330-1500

-Develop a set of rules, principles or charter the O.H.S. team would operate by.

Discuss the concept of introducing an annual “WHS Achievement Award” for safety team members who have achieved significantly.

De-brief on workshop and presentation of prizes to all workshop participants who made a meaningful contribution.

Presentation to the participant judged by peers as the outstanding participant on the workshop

After the workshop

You will be encouraged to prepare a **Personal Action Plan** for making the safety team at XYZ organisation a highly effective team. This is to be sent to George within 2 weeks of the conclusion of this workshop.

George to provide a summary of above homework to all workshop participants and management.

George to provide a summary of workshop discussions and recommendations to participants and management.

Write a reflective journal reflecting your efforts to implement the learning from the workshop and your implementation efforts for at least 3 months, at least weekly, discuss monthly with your team leader, share with team as appropriate.

Monthly discuss with stakeholders progress on the safety WOW project.

Celebrate success of the safety WOW project.

Recognise the best safety WOW project.

Force-Field Analysis

Force-field analysis(similar to S.W.O.T. analysis) is a simple, yet powerful technique, useful at the beginning of a project to define the nature of the beast you are dealing with. It is particularly useful when seeking to develop new Safety Management Systems.

A small group,6-8, stakeholders is required. Defining the scope of your deliberations is important-Put some boundaries around your discussions.

The process goes something like this-

1 Revise the brainstorming rules

BRAINSTORMING RULES

Say the first thing that pops into your mind

Do not be judgemental of your or others ideas

The wilder the idea the better the idea

Do not be constrained by convention

Creating high performing teams

Get the vision, scope and objectives right

Create expectations

Call a spade a spade

Get the right people

Require people to do their homework

Never move slowly on critical personal issues

Constantly upgrade skills

Build trust through appropriate self-disclosure

Consider "What's in it for me" from the perspective of the other person

Create short-term wins

Celebrate success

Clearly defined roles

Have fun

Be a bit crazy when appropriate (calculated risk-taking is good!)